

BOOKINGS - VICTORY HALL BENDERLOCH

Please **Print** these 2 pages (designed for A4 paper)

Send the booking form to:

Hall Caretaker

Tigh-neighean-bheag

Ceum-Dhun-Righ

Benderloch PA37 1ST

To avoid disappointment we urge you to make a phone booking first!

Tel 01631 720 382

CONDITIONS OF HIRE.

(rev 09/04)

The hirer **must** be aged 18 or over.

A responsible **ADULT MUST BE PRESENT** at all times

The Hirer **will be charged** for any damage caused during the period of hire to any of the halls, ancillary rooms (toilets etc) and/or equipment and fixtures in the halls.

The person or organisation representative signing this form shall be responsible for ensuring that:

1. After use, the **hall is locked**, all lights are out and the key returned to the caretaker.
2. All floors are swept and the kitchen is left clean and tidy.
3. **No food is left** in the kitchen after use.
4. Waste matter should be taken away if possible. If this is not possible the outdoor bins must be used. **No rubbish** to be left out in plastic bags.
5. Any equipment used is returned intact; any **damage or breakages** to be reported to the caretaker.
6. He/she is familiar with the **fire precautions** and escape routes.
7. All exits are unlocked and available for use and that **escape routes are free from obstruction.**
8. Smoking is only permitted in the bar area.
9. Payment is made promptly for the hire of the hall to the treasurer. Margaret McColl, Keil Crofts, Benderloch (Tel 01631 720388) or the caretaker Eileen Hill.
10. Arrangements are made to **collect the key** from the caretaker and that it is **returned promptly** after the event.
11. There is adequate ADULT supervision on site at all times during the hire period.

The committee reserves the right to decline any hire request

Victory Hall, Benderloch - Booking Form

Hirer must be aged 18 or over	
Name of hirer	
Organisation (if any)	
Address	
Postcode	
Tel no:	Fax no:
Purpose of Hire	

Rooms, Dates and Times required

HALL	DATES	TIMES		EXTRAS (Please Tick)		
		Set-up session eg 9am-11am	Main session eg 6pm-10pm	Hire of dishes	Hire of sound equip.	Hire of lighting equip.
MAIN HALL						
OLD (SMALLER) HALL						
COMMITTEE (Broadfoot) ROOM						
BAR ROOM						

Some sports equipment is available by arrangement. If required please request from caretaker. Bar facilities may be available by arrangement please contact Gordon Cruickshank on 01631 720338. Please NOTE the sale of alcohol on these premises other than by the licensee is not permitted. Electricity Meters can be found in the kitchen and bar cupboards and in the cupboard at the front door. **£1 coins** are required. Cleaning materials are kept under the sink and in the caravan.

I have read and understood the Conditions of Hire (see over) and agree to abide by them. Signed _____ Date _____ CARETAKER - Eileen Hill, Tigh-neighean-bheag, Ceum-Dhun-Righ, Benderloch PA37 1ST Tel 01631 720 382	For official use only Fee paid _____ Amount _____ Date _____
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